



## BRIDSTOW CE PRIMARY SCHOOL

Bridstow, Ross-On-Wye, HR9 6PZ

Telephone No: 01989 562623

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Date: 9<sup>th</sup> November, 2020

### Parent Consultation Zoom Meetings

Dear Parents & Carers,

This year, due to Covid restrictions, we will be unable to run consultation meetings in the usual way. To ensure that you are able to 'catch up' in some way with your child's class teacher, we have arranged for a number of virtual meeting slots to be run so that you can talk face to face. This will be a chance for you to have a brief video chat with your child's teacher about the year so far.

**We will be holding the consultations via Zoom on:**

Wednesday 18th November – 1-4pm

Thursday 19th November 4.30 – 7.30pm

All consultations will be a maximum of 10 minutes in length booked at 15 minute intervals. We will be using an online booking system (called 'Reservio') to aid the smooth booking of appointments.

**To book your child's appointment please follow the following link:**

<https://bridstow-ce-primary-school.reservio.com>

**To book your slot, please follow these steps:**

1. Click on 'BOOK NOW'
2. Click on 'Bridstow Parent Consultations'
3. Select your child's class teacher (please note you will have to repeat these steps for each child that you have at the school).
4. Then click on the date you wish to make an appointment.
5. Select the time you would like the appointment via Zoom.
6. Finally, enter your contact details in the boxes provided and click 'BOOK NOW' at the bottom of the same page.

Once you have made your booking, your child's class teacher will be notified of your request and they will then have an opportunity to review the time and, hopefully, confirm the appointment slot via email. This will happen before the end of next week, in time for appointments the week after.

Prior to the consultation slots, all parents in each class will be contacted (via email and text) with a general Zoom meeting invite that will enable all parents to join the teacher's meeting at the allotted time.

We ask that parents join the Zoom meeting at least 5 minutes prior to their designated slot to ensure that they are ready and waiting as soon as the teacher has finished the previous appointment. Parents will be placed in a 'waiting room' until the teacher has finished their previous appointment (they will know you are waiting) and they are ready to admit you. Hopefully, this will be at the time requested or very soon afterwards.

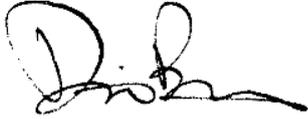
Please make sure that you use a name on Zoom that the teacher is easily able to recognise as being you. In the past we have not admitted people to zoom meetings as their screen name has not been clearly them!



I realise this is a greater use of technology than we have committed to before. However, I am confident that as long as all parents ensure that they 'have a go' with Zoom (if they have not already) prior to their meeting, then this should not prove too much of a hurdle to overcome.

Should you have any difficulties in accessing this technology, please contact me directly and we will try our best to make alternative arrangements.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Dan Brearey', with a stylized, cursive script.

Dan Brearey  
Headteacher